



California Department of Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

INVESTIGATOR, DEPARTMENT OF CONSUMER AFFAIRS

OPEN - STATEWIDE, CONTINUOUS

Salary Range: \$3345 - \$4940

EXAMINATION TYPE

This is an open statewide exam for the Department of Consumer Affairs. Please submit an application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

HOW TO APPLY

MAIL TO:

Department of Consumer Affairs
Attn: Steve Martinez
PO BOX 980428
West Sacramento, CA 95798-0428

HAND DELIVER TO:

Department of Consumer Affairs
Attn: Selection Services (Steve Martinez)
1625 N Market Blvd, Suite N321
Sacramento, CA 95834

NOTE: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

NOTE: The Department of Consumer Affairs' Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE

There is no final filing date. Testing is considered continuous and conducted as needed. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD

A candidate may only test once in a 12 month period. Names of successful candidates will be merged into the eligible list in order of final scores regardless of test date. Eligibility expires 18 months after it is established; competitors must retest to reestablish list eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address.

NOTE: This is an open statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply to this examination.

SEE REVERSE FOR ADDITIONAL INFORMATION

**MINIMUM
QUALIFICATIONS****Either I**

Education: Equivalent to graduation from college with a major in criminal justice, law enforcement or criminology or a minor in criminal justice, law enforcement or criminology with evidence that the following courses or their equivalent have been completed: introduction to criminal justice; introduction to criminal law; basic investigation, evidence, criminal procedure; and philosophy of law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: Two years of experience as a peace officer performing preliminary investigative work as part of the regular law enforcement activity; **and**

Education: Equivalent to two years of college with a major in criminal justice, police science, law enforcement or criminology.

Or III

Experience: One year of experience in the California state service performing duties equivalent to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

**DEFINITION OF
TERMS**

Equivalent to graduation from college – Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units).

Registration as a Senior – Under semester program students must have completed 90 or more units with a major or minor in criminal justice, law enforcement, or criminology.

**DEFINITION OF
TERMS
CONTINUED**

Peace Officer – A sworn officer who meets all standards imposed by law on a peace officer as defined in the California Penal Code section 830, et al.

Equivalent to two years of college – Associate's degree, completion of the number of units typical of two full years of college (60 or more semester units or 90 or more quarter units) with a major in criminal justice, police science, law enforcement or criminology.

Performing the duties equivalent to those of an Investigator Assistant – Applicants must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specified.

**POSITION
STATEMENT**

An Investigator, Department of Consumer Affairs performs under close supervision and receives on-the-job training from either a supervisor or an advanced journey level investigator to learn the full range of peace officer duties and responsibilities.

Positions exist statewide within the Department of Consumer Affairs.

**EXAMINATION
INFORMATION**

This examination will consist of a **WRITTEN TEST WEIGHTED 100%**

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written examination.

CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.

WRITTEN TEST - WEIGHTED 100%**SCOPE****Knowledge of:**

1. Administrative and criminal investigative techniques.
2. Interview and interrogation processes and procedures.
3. Provisions of the Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substances Act, and other related codes.
4. Administrative and criminal procedures.
5. Methods used in securing and preserving of evidence.
6. General training techniques and methods as applied to peace officer training.
7. Laws of arrest.
8. Search and seizure.

Ability to:

1. Develop techniques, methods and skills required in the conducting of administrative and criminal investigations.
2. Apply laws and rules of evidence to specific situations.
3. Gather and analyze facts and evidence and present such evidence as required.
4. Analyze situations accurately and take effective action.
5. Participate actively in surveillance investigations.
6. Interview and interrogate.
7. Effectively control informants, paid operatives and confidential informants.
8. Appear as an expert witness.
9. Use and maintain firearms.
10. Serve subpoenas, write and execute search warrants and subpoena duces tecum.
11. Prepare accurate investigation reports.
12. Establish and maintain cooperative working relationships.
13. Communicate effectively both orally and in writing.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.

**SPECIAL
PHYSICAL
CHARACTERISTICS**

Good health, emotional maturity and stability; sound physical condition; strength, endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; weight proportional to age and height; ability to operate a motor vehicle and discharge a firearm.

**SPECIAL
REQUIREMENTS**

Citizenship Requirement: Existing law requires that a peace officer be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship, except for members of the California Highway Patrol who must be U.S. citizens. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer class until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Minimum Age: Minimum age at time of appointment: 18 years. (Applicants must state their date of birth on the employment application under Item 12.)

Applications received without date of birth will be rejected.

Felony Disqualification: You are disqualified from being employed as a peace officer under Government Code 1029 if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. Use of "hard" drugs (e.g., heroin, cocaine or hallucinogenics) at any time, as an adult constitutes disqualification from peace officer examinations.

Application For Examination Information: In completing Item 11 of the Application for Examination, you may answer "No" to the question "Have you ever been convicted by any court of a felony?" if: the record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 851.8, 1000.5, 1203.45; or the record of such an incident has been expunged or is expungable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or the conviction was under Health and Safety Code Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana. However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Sections: 1179 or 1772) or a pardon (per Section 4852.16 of the Penal Code).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on arrests regardless of conviction, felony and nonfelony convictions, and driving violations. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer. Information collected for a background investigation after the examination is distinct from that required on the standard application Form 678 which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing Item 11 on the standard Application for Examination.

SEE REVERSE FOR ADDITIONAL INFORMATION

**SPECIAL
REQUIREMENTS
CONTINUED**

Medical/Psychological Screening: Pursuant to Government Code Section 1031(f) and POST Regulation 1002(1) (7) requires medical and psychological screening of applicants for peace officer classifications prior to appointment.

Firearms Disqualifications: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification. **Federal Law** prohibits any person from possessing a firearm or ammunition who has been convicted of a misdemeanor crime of domestic violence; or is currently under a court order which restrains that person from harassing, stalking or threatening an "intimate partner" or child of such a partner.

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged into a departmental open list established for and used by the Department of Consumer Affairs, in order of final scores regardless of testing date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE
POINTS**

Veteran's preference credit will be added to the final score of all competitors in this examination who qualify for, and who have requested these points and who are successful in the written test. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

CAREER CREDITS

Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 327-4967 three weeks after the final file date if a progress note is not received.

It is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services Unit, three days prior to the written test date if he/she has not received his/her notice to appear.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veteran's preference and definitions for Veteran Disabled Veteran are available on the Application for Veterans Preference form which is available from the State Personnel Board office or written test proctors.

Career Credits: In open, non-promotional examinations career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)